

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Senior Codes Specialist****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Maintains property safety, supervises employees and manages construction contracts and performance for demolition and clean-up duties. Oversees programs, plans and projects. Ensures code enforcement, provides technical knowledge and information, issues permits and inspects new construction sites and renovations. May issues summonses.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages property maintenance programs by authorizing the boarding up and cleaning up of vacant buildings, ensuring removal of unsafe structures, eliminating public nuisances, approving emergency repairs and abating graffiti.
2	L	Provides administrative duties by approving payments for contractors, vendors and other services, reviewing repair and work write-up plans, comparing contract proposals, soliciting bids, scheduling inspections, supervising staff, assigning duties, scheduling personnel, evaluating, disciplining and developing employees.
3	M	Provides oversight by performing field reviews of plans and specifications for commercial, industrial, institutional and residential structures, vertical transportation devices, amusement devices, ensuring code and regulation compliance of plans, performing inspections, meeting with contractors, architects and engineers, and monitoring vendor performance.
4	L	Provides information and enforcement by providing technical information to architects, engineers, contractors, other agencies, etc. regarding code related issues, issuing summons, testifying in court, notifying individuals and companies of inspection results.
5	L	Maintains administrative duties by maintaining records of inspections, inspection results, notices of violations, inspection approvals and those requiring corrective action, scheduling tasks, scheduling inspections, scheduling investigations, answering citizen inquiries, scheduling and attending training, and providing damage assessments.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience as a codes inspector or in a constcution trade.
Certifications and Other Requirements	Valid Driver's License, Other certifications may include: National Association of Elevator Safety Authorities International, Commonwealth Elevator Inspector Certification, Plumbing Inspector General,. Combination Inspector General, Journeyman's card, TradesmanFamily Dwelling Inspection I & II Certification, Special Police Commission.
Reading	Work requires the ability to read plans and construction documents, various codes and regulations, blueprints, surveys, letters, job specifications and directions.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
Writing	Work requires the ability to write correspondences, technical findings and summons and legal notices.
Managerial	Managerial responsibilities include planning activities, coordinating demolition and code enforcement efforts,scheduling emergency repairs, planning and scheduling workloads and organizing activities with other agencies.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Site inspections, office equipment, consulting with contractors
Sitting	F	Computer, desk work, driving
Walking	F	Site inspections, supervision of staff, to/from office equipment
Lifting	O	Sewer covers, files, hand tools, ladders, panel covers, materials at site inspections
Carrying	O	Sewer covers, files, hand tools, ladders, panel covers, materials at site inspections
Pushing/Pulling	O	Windows, doors, probing rod, panel/sewer covers
Reaching	O	Tools, windows, doors, ladder, probing rod, panel/sewer covers, materials
Handling	O	Sewer cover, files, hand tools, windows, doors, ladder, probing rod, materials
Fine Dexterity	F	Computer keyboard, telephone keypad, hand tools
Kneeling	O	Site inspections, crawl spaces, attics
Crouching	O	Site inspections, crawl spaces, attics
Crawling	O	Site inspections, crawl spaces, attics
Bending	O	Site inspections, crawl spaces, attics
Twisting	N	Site inspections, crawl spaces, attics
Climbing	R	Stairs, ladders
Balancing	R	Stairs, ladders
Vision	C	Site inspections, supervision of staff, computer, desk work, driving, reading
Hearing	C	Staff, supervisor, telephone, radio, meetings, citizens, architects, engineers, developers, contractors
Talking	F	Staff, supervisor, telephone, radio, meetings, citizens, architects, engineers, developers, contractors
Foot Controls	F	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Hand tools, circuit tester, fax machine, printer, copy machine, camera, tape measure, flashlight, probing rod, two-way radio, vehicle, computer, Standard Microsoft Windows and Office software, HTE, Advantage desktop, Internet Explorer, AFIN, telephone, cellular telephone, pager

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	S	Fumes and Odors	D
Explosives	D	Wetness/Humidity	S
Communicable Diseases	S	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Steel toed shoes, hard hat

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N